

EXAMINATION PREPARATION WORKSHOP

Presenter: Chris Daclan

Would a football team play the Super Bowl without practicing? Would an orchestra perform a concert without rehearsing? The answer to these questions is simple – of course not. Why? Because the team and the orchestra know that good preparation leads to positive results. The same can be said about taking a Civil Service examination; if you prepare well, it often leads to positive results. In this workshop, you will receive helpful tips on how to prepare for a Civil Service Department examination, including taking written examinations and oral interviews. Also, you will learn some keys to effective preparation, especially what to look for on a test. Finally, we will tackle the obstacle of test anxiety by “demystifying” the testing process and giving you clues on what to expect before you get to an examination. Practice may not always make perfect, but when it comes to testing, preparation definitely helps.

CIVIL SERVICE 101

Presenters: Melinda George, Diane Dzodin, Ana Aguilar

Civil Service 101 was developed to help improve the understanding of Civil Service information and processes, improve awareness of the options available through Civil Service, and create a partnership between the Civil Service Department and City Departments. It is geared towards City Managers, Supervisors, and Payroll/Personnel Assistants who require a better understanding of the recruitment, examination, and certification processes. We hope with this training, we will help you understand how you can be involved in the process and what various options you have to keep your operations running smoothly and efficiently with optimal flexibility.

INTERVIEW SKILLS

Presenters: Melinda George, Diane Dzodin

This training opportunity is intended for managers, supervisors and employees who conduct selection interviews. The three-point focus of the class is: (1) to determine which candidates are most likely to be successful in a position using a legal and structured process, (2) to successfully motivate a suitable candidate to accept a job offer, and (3) to give the candidates who are not accepted a positive view of the City of Long Beach and of government as a whole. Topics include: Civil Service Commission guidelines, legal and ADA related issues, the performance based approach to interviewing (including preparing for, developing questions, and conducting the interview), and rating the interview (standards, rating errors, and interviewer’s checklist).

WHAT IS CLASSIFIED SERVICE?

Presenters: Mario Beas, Herman Long

The City of Long Beach is a quality employer because it hires the best available job candidates. This class is designed to illustrate the benefits of employees serving in the classified service. The session will highlight the advantages of being hired under a merit system. Also, it will discuss permanent status, and promotional exams, and define seniority and appeal rights.

DEMYSTIFYING PERFORMANCE EVALUATIONS

Presenter: Christina Winting

Do you dread completing Performance Evaluations for your employees? Does the task seem daunting? Then this is the class for you. This class will walk you through the process of how to capture the performance of your employees over the past year and put it in writing. The Performance Appraisal should be viewed not only as a performance evaluation tool but also as a career development tool. Learn how to work with your employee to make their work experience more positive which in turn will make your work unit more positive and productive. Participants will leave with many practical tips and a supervisor's checklist on best practices when completing evaluations for your employees.

CAREER OPPORTUNITIES

Presenters: Deborah McCluster, Christina Winting

The City of Long Beach has many career opportunities available for individuals with a variety of skills. You don't have to leave the City of Long Beach to change your career either! In this workshop learn about the variety of classifications within the City and how to navigate the classified service for continued professional growth. You will also be able to sign up for a one-on-one career counseling with a Civil Service Recruiter who will evaluate your resume and provide feedback on potential positions in the City.